

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 9 May 1956

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #¹⁹~~20~~
2-8 May 1956

I. SIGNIFICANT ITEMS. None.

II. OTHER ACTIVITIES.

A. Office of the Chief.

1. On 8 May, the Deputy Director (Support) was briefed on A & E Staff activities.

2. Chief, TEB, met with the Employee Review Board to discuss the Professional Employee Test Battery results and training record of an Agency employee.

Training Evaluation Branch.

1. Chief, TEB, met with [] to review proposed revisions of training evaluation report forms used in the clerical training area.

2. Developmental work in the CE Operations Course is continuing.

3. [], A & E Consultant, spent two days with the Branch to view evaluation devices used in the Operations Support Course.

4. [] met with [] to discuss evaluation techniques used in the Operations Support Course.

5. Training Assistant, TEB, met with [], LETS, to discuss with her procedures followed by the Branch in disseminating training evaluation reports and to suggest some standard procedures to follow in preparing annual training evaluation reports for LETS courses.

6. Training Assistant, TEB, was at [] on 3 and 4 May to assist in processing evaluation material for the Operations Course.

PERSONNEL NOTES.

[] attended the annual meeting of the Midwestern Psychological Association in St. Louis, Mo., 3-5 May. Long-range recruiting activities were conducted.

25 YEAR RE-REVIEW

SECRET